



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATION (RFQ)
FOR
ARCHITECTURAL & ENGINEERING DESIGN SERVICES
FOR THE LINEAR CREEKWAY PARKS DEVELOPMENT
(GREENWAY TRAIL) PROGRAM**

AMENDMENT #1, May 1, 2012

Amendment #1 contains responses to questions received in writing, questions at the pre-submittal conference held on April 25, 2012 and revisions to RFQ, solicitation documents and/or required forms.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. Do you have the construction cost magnitude or estimate for the Linear Creekway Parks Development (Greenway Trail) project?

Answer: The preliminary construction cost estimate for the 3 projects is \$4.1 million.

2. Page 9, section D- States that this is an SBE Prime Contract Program (20%); page 17 Section E- makes it appear it is a SBE Subcontracting Program (26%). Can you clarify which program we are following?

Answer: The Request for Qualifications (RFQ) for Design Services for the Linear Creekway Parks Development (Greenway Trail) Program has been assigned a stacked Affirmative Procurement Initiative which includes **both** the **SBE Prime Contract Program and SBE Subcontracting Program**. In accordance with the Small Business Economic Development Advocacy (SBEDA) Ordinance, Section III. D. 3. (b) (SBE Prime Contract Program) certified SBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area (SAMS) responding to this solicitation as the Prime Respondent will receive **20 evaluation criteria percentage points**. SBE Primes may not subcontract more than 49% of the contract value to a non-SBE firm. **Only certified SBE Prime firms responding to this RFQ will receive the 20 evaluation criteria percentage points for the SBEDA Program.** SBE Prime Respondents must initial, sign/date and submit the Subcontractor/Supplier Utilization Commitment Form in order to receive the 20 evaluation criteria percentage points. Non-SBE Prime Respondents are not eligible for any evaluation points under the SBEDA Ordinance. **All Prime Respondents must also** comply with the 26% SBE Subcontracting Program requirement. Self performance of an SBE Prime will not count toward the SBE Subcontracting Program goal.

3. Can you please provide clarification on the SBEDA requirements for the above referenced RFQ? If a branch office (less than 20% total employees), located in San Antonio, intends to subcontract at least 26% of work per pg. 17 of RFQ, do they still qualify for 20 evaluation criteria percentage points.

Answer: No. Certified SBE Prime firms not headquartered in the SAMS must have a significant Business Presence for at least one year within the SAMA in order to be eligible for the 20 evaluation percentage points. Significant Business Presence is defined as an established place of business in one or more of the eight counties that make up the San Antonio Metropolitan Statistical Area (SAMS), from which at least 20% of its full-time, part-time and contract employees are regularly based, and from which a substantial role in the SBE's performance of a Commercially Useful Function is conducted.

4. Please confirm that the SBEDA requirements for this project are as follows:

- At least 26% SBE subconsultants
- Preference points given for prime SBE respondent

Answer: Yes. This RFQ has been assigned a stacked Affirmative Procurement Initiative which includes **both the SBE Prime Contract Program and SBE Subcontracting Program**. SBE Prime firms responding to this RFQ will receive 20 evaluation criteria percentage points. In addition, all Prime Respondents must comply with the 26% SBE Subcontracting Program requirement.

5. Are there any other SBEDA requirements that I missed?

Answer: See Request for Qualifications, section XI. SBEDA Ordinance Compliance Provisions for complete SBEDA requirements for this RFQ. Respondents may also contact the CIMS Small Business Office, Maria Godina at 210-207-5438 or Ruben Flores at 210-207-3923 for any additional information.

6. Should the SBEDA Commitment Form be signed in ink?

Answer: Yes, the SBEDA Commitment Form of the original unbound submittal needs to be signed in ink.

7. Regarding the definition of Significant Business Presence, does the 20% include only full-time employees?

Answer: No, it includes full-time, part-time and contract employees.

8. Do you expect the Prime on the project to be a civil engineering firm or a landscape architectural firm?

Answer: There will likely be more civil engineering related work items, but we have had both civil engineering and landscape architectural firms as prime consultants in the past.

9. Regarding the letters of references, how recent they must be?

Answer: We would like them to be dated within the past 5 years.

10. Can we submit as a prime and subcontractor on this project?

Answer: Yes, you may submit as a prime as well as a subcontractor on another firm's proposal.

11. If we are currently working on a project with the City of San Antonio, can we ask that PM for a letter of reference or does it violate the restrictions on communications?

Answer: Yes, but you cannot mention the project that the letter is for, but you may request a general letter of reference.

12. Are you expecting a separate contract for each of the 3 projects included in this solicitation?

Answer: That has not yet been determined.

13. Where are these projects located?

Answer: You can find the brochure on the parks website:

<http://sanantonio.gov/parksandrec/pdfs/GreenwayBrochureMap01312012.pdf>

14. How are Joint Ventures looked at, does the City enter into contracts with Joint Ventures?

Answer: The City does often engage in contracts with JV teams; please follow the instructions provided in the RFQ on which information needs to be submitted for a Joint Venture team. We also like to be informed of the expected percentage of work each firm plans to take on and also require that the Joint Venture agreement be included in your response.

15. Concerning a Joint Venture, can you receive the SBEDA prime contractor points if one of the firms in the Joint Venture is an SBE?

Answer: In order to receive the 20 SBEDA (SBE Prime Contract) evaluation points, a firm must be a certified SBE through the South Central Texas Regional Certification Agency and propose at least 51% SBE utilization (prime and/or subcontractor). A joint venture firm will receive the SBE evaluation points ONLY if the joint venture firm created is certified as an SBE.

16. What font size are we to use?

Answer: No smaller than 10 point font.

17. Can you confirm that this is not a High-Profile Contract?

Answer: The Linear Creekway Parks Development project is not a high profile project.

18. What's the minimum percentage that a Small Business Prime is required to perform on this contract?

Answer: SBE Prime Respondents certified with the South Central Texas Regional Certification Agency and headquartered or having Significant Business Presence in the San Antonio Metropolitan Statistical Area must propose at least 51% SBE utilization to receive 20 SBEDA evaluation preference points. The 51% SBE utilization may be achieved by the prime and/or subcontractor(s). In addition, all Prime Respondents must also comply with the 26% SBE Subcontracting Program Requirement. Self-performance by an SBE Prime will not count toward the SBE Subcontracting requirement.

II. REVISIONS TO THE RFQ AND REQUIRED FORMS

In section IX. Evaluation Criteria, subsection B. Project Approach Management Plan which reads:

“1)Describe respondent’s approach to overall team formation, coordination of team members and provide an organization chart (included as Tab 4 in the submittal);”

Is amended to read:

“1)Describe respondent’s approach to overall team formation, coordination of team members and provide an organization chart (included as Tab 6 in the submittal);”

END OF REVISIONS

No other items, dates, or deadlines for this RFQ are changed.